

**BAXTER CITY COUNCIL MINUTES**  
**April 1, 2014**

Mayor Olson, who led in the pledge to the flag, called the regular meeting of the Baxter City Council to order at 7:00 p.m.

MEMBERS PRESENT: Council Members Mark Cross, Todd Holman, Jim Klein, Rob Moser, and Mayor Darrel Olson.

MEMBERS ABSENT: None.

STAFF PRESENT: Community Development Director Josh Doty, Public Works Director/City Engineer Trevor Walter, City Administrator Gordon Heitke, Assistant City Administrator/Clerk Kelly Steele, Finance Director Jeremy Vacinek, and City Attorney Brad Person.

**Scott A. St. Sauver, Colonel, Minnesota Army National Guard Post Commander**

Colonel S. Sauver provided an overview of Camp Ripley's operations, including the units that will be conducting training this year. Camp Ripley provided approximately \$300 million in economic impact to the area. Prescribed burns will be conducted late April through early June on 12,000-13,000 acres for hazard reduction.

**PUBLIC COMMENTS**

None.

**CONSENT AGENDA**

**MOTION** by Council Member Cross, seconded by Council Member Holman to approve the Consent Agenda. Motion carried unanimously.

- A. Approve City Council Minutes from March 18, 2014
- B. Approve City Council Work Session Minutes from March 18, 2014
- C. Approve the Payment of Bills and Finance Report
- D. Set the 7<sup>th</sup> Annual Stormwater Public Informational Meeting for Tuesday, May 20<sup>th</sup> at 7:00 p.m. or thereafter
- E. Approve Extension of Prairie Bay Mobile Vending Permit
- F. Approve Lease Agreement with Baxter Snowmobile Club for Use of City Building
- G. Approve Public Works Truck Purchase
- H. Approve Tobacco Sales License to Vapor North for the Period of May 1, 2014 through June 30, 2015
- I. Approve Police Liaison Contract
- J. Accept Parks & Trails Commission Minutes from March 24, 2014
- K. Approve Temporary On-Sale Liquor License for the Northland Arboretum
- L. Authorize Mayor and Staff to Execute 2014 BLAEDC Contract for Economic Development Services in the Amount of \$21,500
- M. Approve Ordinance No. 2014-07 Regulating Special Events and Ordinance No. 2014-08 Summary Publication Ordinance Regulating Special Events
- N. Approve Revised City of Baxter Assessment Policy

## **OTHER BUSINESS**

### **Resolution No. 2014-16 Approving Plans and Specifications and Advertisement for Bids for the 2014 Franklin Drive, Wildflower Drive, and Woida Road Area Improvements Project**

**MOTION** by Council Member Klein, seconded by Council Member Moser to approve Resolution No. 2014-16 Approving Plans and Specifications and Advertisement for Bids for the 2014 Franklin Drive, Wildflower Drive, and Woida Road Area Improvements. Motion carried unanimously.

### **Adopt Resolution No. 2014-20 Approving Minor Subdivision for a plat to adjust the lot line between two lots for a plat to be named “Third Addition to JMS Baxter Estates” for properties north of Clearwater Road and Forest Drive**

Mr. Doty explained the City is requesting approval of a plat to adjust the property boundary between two existing lots of records for the Woida Road Improvement Project. The middle property line will be adjusted approximately ten feet. Staff reviewed the OS Zoning district standards and found both lots, as adjusted, will meet the requirements. Right-of-way is not needed. The Utilities Commission did not identify any concerns on their March 15 review. On March 11, 2014, the Planning and Zoning Commission reviewed and recommended approval.

**MOTION** by Council Member Cross, seconded by Council Member Moser to adopt Resolution No. 2014-20 Approving Minor Subdivision for a plat to adjust the lot line between two lots for a plat to be named “Third Addition to JMS Baxter Estates” for properties north of Clearwater Road and Forest Drive. Motion carried unanimously.

### **PUBLIC HEARING to Discuss Vacating Property for JMS Baxter Estates**

Mr. Doty explained the request is to vacate and reestablish the utility easements with the Third Addition to JMS Baxter Estates plat.

Mayor Olson opened the public hearing at 7:24 p.m. With no comments received, Mayor Olson asked for a motion to close the public hearing.

**MOTION** by Council Member Cross, seconded by Council Member Moser to close the public hearing at 7:24:15 p.m. Motion carried unanimously.

### **Adopt Resolution No. 2014-21 Vacating Property**

**MOTION** by Council Member Holman, seconded by Council Member Cross to adopt Resolution No. 2014-21 Vacating Property. Motion carried unanimously.

### **CITY COUNCIL COMMENTS**

**Olson:** Mayor Olson expressed his appreciation of staff's effort to produce the agenda. Mayor Olson clarified the April 1 Council meeting minutes should reflect a group of citizens asked the City to draft a letter in support of resuming the Ms. Baxter pageant. The group will then submit the City's letter to the Lion's Club. The Lion's Club is not starting the Ms. Baxter pageant, as indicated in the minutes.

### **Approve Mayoral Proclamation Proclaiming April 6-12, 2014 National Volunteer Week.**

**MOTION** by Council Member Moser, seconded by Council Member Klein to approve Mayoral Proclamation Proclaiming April 6-12, 2014 National Volunteer Week.

### **CITY ADMINISTRATOR'S REPORT**

None.

### **CITY ATTORNEY'S REPORT**

Attorney Person explained a document listing the properties to be discussed during the closed session has been provided to the press and a copy is on the back table for public inspection.

### **Closed Meeting under MN Statute 13D.05, Subd. 3(c)(3) to develop an offer for the purchase of real property.**

### **Closed Meeting under Minnesota Statute 13D.05, Subd. 3(b) Attorney Client Privilege**

**MOTION** by Council Member Cross, seconded by Council Member Moser to enter a closed session at 7:27 p.m. Motion carried unanimously.

Council returned to the open session at 9:17 p.m.

**MOTION** by Council Member Cross, seconded by Council Member Klein to order appraisals for parcel numbers 5, 6, 13, and 14 as listed on the closed session list. Motion carried unanimously.

**MOTION** by Council Member Cross, seconded by Council Member Moser to direct city staff to develop an assessment agreement for 5472 Mapleton Road and to create a policy applicable to the other parcels in the project area. Motion carried unanimously.

**MOTION** by Council Member Moser, seconded by Council Member Cross to accept the amended assessment agreement as amended by the property owner of parcel on Novothy. Motion carried unanimously.

**ADJOURNMENT**

**MOTION** by Council Member Cross, seconded by Council Member to adjourn the regular Council Meeting at p.m. to April 10, 2014 at 6:00 p.m. Motion carried unanimously.

Approved by:

Respectfully submitted,

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Darrel Olson  
Mayor

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Kelly Steele  
Assistant City Administrator/Clerk